

EARLY RETURN OF FAMILY MEMBERS WORKSHEET

NAME:			RANK/RATE:		SSN:		
COMMAND:			UIC:		WORK:		
PRD:		EAOS:		DATE CMD SPONSORED:		PG 13 TOUR ELECTION DATE:	
PRESENT ADDRESS:					HOME PHONE:		
DEPARTURE DATE:		DESTINATION:		DATE OF PAGE 2:		NO OF DEPENDENTS:	
HOUSEHOLD GOODS SHIPMENT: (    ) YES            (    ) NO				TO:			
POV SHIPMENT: (    ) YES            (    ) NO				TO:			
FAMILY MEMBER(S) TO BE RETURNED EARLY: (Name, Relationship, and DOB)							
CHECK-OFF SECTION:							
_____ Received original of approved request for early return of family members							
_____ Travel orders prepared							
_____ Passenger Transportation Request (PSAFE Form 4650/5) and Application for Transportation of Family Members (DD Form 884) received from member							
_____ PRR submitted to NAVPTO							
_____ Page 2 verified and updated							
_____ Submit SDS Event to update DOS on EDVR							
_____ Adjust allowances:            _____ OHA            _____ COLA            _____ COMRATS            _____ VHA							
NOTES:							
1. Members in receipt of PCS orders are not entitled to early return of family members at government expense if they have been notified of a PCS transfer (whether or not the orders are on board). Personnel in receipt of PCS/Separation/Retirement orders may not move their family members earlier than six months from transfer date.							
2. TLA is not authorized for early return of family members.							
3. Non-command sponsored family members are not entitled to early return at government expense.							
RETAIN FILE:							
_____ Original request approved by the Installation Commander/Area Coordinator							
_____ Copy of travel orders							
_____ Copy of confirmed port call and related documents							
_____ Copy of tour election on page 13							
_____ Old page 2							